G. R. S. 59]

GPB—3,000—20-7-12

P-13

GENERAL AND REVENUE SECRETARIAT.

191213

(Genl. Misc.)

File No. 261-12.

Serial Nos.

Papers Filed

Month. March 1913

SUBJECT.

Report on the working of the General and Revenue Secretariat for the half year ending 31st Dec. 1912

PREVIOUS REFERENCES.	LATER REFERENCES.
	pn 33-13

K.N. Krishnaswamy Gr 18-3-13

GENERAL AND REVENUE SECRETARIAT.

(Gen)

NOTES.

File No. 261/12

FILE HEADING.

Report on the working of the General and Revenue Secretariat

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

The report of the working of the Genl & Rev! Secretariat for the half-year ending with the 31st December 1912 is submitted

The report for the previous half-year

NOTES—First Sheet.

GPB—30,000—12-8-11

G R. S. 12]

General and Revenue Secretariat.

In File No. 261 of 1912 - 13

Serial No.

is also put up.

Dy. Secy/

Secy/.

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10/2/13 Dewan

Rm.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Submitted to His Highness.

Paper under disposal.

I submit for information, the report on the working of the General and Revenue Secretariat for the half-year ending 31st December 1912.

2. Proposals for converting the Military Branch VI, now forming a separate branch of the Secretariat, into a section of Branch V General, adverted to in para 5 of the report, have been separately submitted for His Highness' orders.

M. Krishnaraja

13th Feb. 1913

BR

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted

May the Report on the working of the General and Revenue Sections for the half year ending 31.12.12 be circulated after submission to Councillors.

A.P.

19/2.

Yes

J.M.

19/2

III Seen

S.W.

27/2

I Seen

S.S.

27.2.13

II Seen

Abn.

28/2

IV Seen 28/2/13.

V Seen W.H. 4/3

VI Seen A.L. 4/3

VII Seen B.L. 1/3/13

W.H. 10/3/13

W.H. 10/3

N. B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—25,000—23-7-12

and Sections through Office Memos and, personally, in meetings got up for the purpose enjoining close application to work during office hours on the part of the establishment and necessary steps being taken to see that the confidential character of official information was strictly maintained.

III. Receipts and issues.

3. The following statement shows the number of receipts and issues, of the several Branches and Sections of the General and Revenue Secretariat, during the half year under report as compared with the two preceding half years:-

Branch	From July to Dec^r 12.		From Jany to June 12		From July to Dec^r 11.	
	Receipts	Issues	Receipts	Issues	Receipts	Issues.
Branch I	3325	3434	3680	4487	2975	3860
" II	2905	3649	3617	3068	2745	2684
" III	1728	1838	1922	1924	1668	1936
" IV	3865	4558	4735	6789	3268	4555
" V	4292 (including 838 of Cash Sec)	3984 (including 500 of Cashier)	2525 (including 790 of Cash Sec)	3307 (including 550 of Cashier)	2120 (including 850 of Cash Sec)	3584 (including 900 of Cash Sec)
" VI	631	569	541	558	709	758
" VII	1071	777	1177	1672	956	1510
Political	1030	470	1076	551	1041	556

5. A representation regarding the absorption of the present Branch VI (Military) and ~~consolidating~~ constituting it as a Section of the General Branch (V) has been submitted separately for orders.

6. The work of the Translation Section continued to be satisfactory. In addition to the work of translating Dasara Representative Assembly Subjects, the Dewan's Address, the Muzrai Draft Bill and Elementary Education Bill were translated in the Section, during the half year under report.

The work of the Typing Section was heavy during the said half year and arrangements were made for the satisfactory discharge of work therein.

The Administration Report Section for the compilation and issue of the Administration Report for 1911-12 was formed on the 10th August 1912 and continued to work till the end of December 1912.

The General and Vernacular Records.

7. During the half year under report, the total number of requisitions received in the General Records was 6994, with an average of 38 per day for the current records and 9 per day for the old. The average number of new recorded collections received from the Branches (except Branch VI) was 85 and that of the old collections

the notifications, publications etc received are neatly arranged and the Register of receipts maintained up to date.

The work of sorting the records of the pre-manual period could not be pushed through during the half year as no hands could be spared for the work from the Branches on account of shortage of hands in the actual working strength of the establishment.

During the half year under report, Vernacular Records had 101 receipts and 33 issues. Five Shah Amal Dufters containing the Nirups or orders of the late Sri Krishnaraja Wadayar Bahadur, were re-arranged and stitched into books.

A number of Mahratti Dufters were received from the Districts and Taluks for sorting and preservation in the Vernacular Records of this office and a temporary Mahratti knowing clerk was sanctioned for the purpose.

During the half-year under report, a competetive examination for the recruitment of clerks~~hips~~ to the III grade was held in September 1912 and the first two successful candidates were appointed in the two vacancies which were thrown open for competetion. In this connection I beg permission to bring to notice that ~~our~~ the present system of recruitment and prospects needs revision as the number of clerks that have reached the maximum pay of the last grade of clerks is increasing and the

vacancies